

Checklist for Subcontracting

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(not a legal document)

- Find a trusted, reliable, and qualified subcontractor.
- Agree on a contract. Start with the subcontract template provided.
- If you can't agree on terms, don't be afraid to walk away, diplomatically.
- Ensure the contract covers what needs to be done.
- Determine how you will manage the work:
 - Determine whether the subcontractor will communicate directly with the client.
 - Determine if you are the sole project manager.
- Have a meeting or outline terms in an email to ensure mutual understanding and expectations with your subcontractor, before work commences.
 - Will payment be by hour or by word?
 - If payment is by hour, agree on an expected range of time. Put it in the contract.
 - Agree on a deadline and put it in the contact. Plan for buffer time in case you must work on the document prior to submitting it to your client.
- Agree on and sign the contract.
- Keep track of things.
- When you get the document back from your subcontractor, review it, and ensure it's what you requested and well done.
- If you're the subcontractor, ensure you've done what you agreed to do, and don't do anything you haven't been asked to do. Provide the document with tracked changes.
- Provide feedback to your subcontractor.
- Make any additional changes in the document and submit it to your client on time.
- Ensure you get a completed invoice from your subcontractor.
- Provide an invoice to your client.
- Pay your subcontractor on time.